

FAMILY CHILD CARE HOME I OPERATING LICENSE

**Enclosed you will find the forms necessary to apply for a Child Care “Operating license”.
 A complete application packet must be submitted prior to the expiration of your Provisional license.**

Read Carefully And Follow The Instructions In This Packet And On Each Form!

Timely submittal of your paperwork is necessary to avoid a lapse in your license. All forms, fee, and required documentation must be submitted together for the application packet to be considered complete. If the paperwork is incomplete in any way, the entire application packet will be returned to the applicant for completion which will delay the licensing process, and possibly affect payments you receive from the Food Program and Child Care Subsidy (Title XX).

If you have moved since receiving your Provisional license, you must have **another** Fire Safety Inspection. **We** will send a referral to the appropriate Fire Marshal on your behalf. You will receive a bill directly from the Fire Marshal for this inspection. You **must pay this fee before** the Fire Marshal will send the results of the inspection to Children’s Services Licensing.

After completing the following forms, keep the pink copy of each form for your records.

- **Application and Affidavit:** Yourself, all family members and persons living in the home, and substitutes/volunteers must be listed on this form. Where applicable, provide maiden names, previous marriage names, and/or other names for persons listed on the application form. Use the “Addendum to the Application” as a second page if there are not enough lines to list everyone on the Application and Affidavit.
- **Lawful Presence in the United States Attestation:** As of October 1, 2009, any individual applying for initial licensure or renewing a Family child Care Home I license must attest to their lawful presence in the United States in order to comply with Nebraska Revised Statutes, §§4-108 through 4-114.
- **Felony/Misdemeanor Statement/s:** Each person listed on the application who is 19 years or older must complete and sign a Felony/Misdemeanor Statement. Full disclosure of all law enforcement contact is required regardless of the age at contact and will be verified in the licensing process. On the Statement form, include the date and location of each law enforcement incident, the charges, and disposition (*for example, parole, probation, incarceration, fine, community service, etc*).
- **Adding New Substitute/Volunteer and/or New Household Member:** Each must be added to your application; and A “Consent and Authorization for Release of Information form” is required from age 13 and up, and a “Felony/Misdemeanor Statement” is required from those age 19 and up.
- **Rules Compliance Checklist:** Respond on this form to indicate your compliance with Child Care Regulations. Use the Checklist as a tool to correct any areas that are not currently in compliance.
- **Documentation** of completion of the required 12 hours of annual In-Service training must accompany your completed application paperwork. Only one instance of CPR and First Aid training will be accepted for the 12 month period of the Provisional license.
- **Include a check or money order** payable to State of Nebraska for the \$25 licensing fee. **DO NOT SEND CASH!** **NOTE:** The licensing fee is non-refundable.

MAIL YOUR PAPERWORK TO THIS ADDRESS:

**DHHS/Division of Public Health
 Licensure Unit – Children’s Services Licensing
 PO Box 94986 - Lincoln NE 68509-4986**

If you do not have a current certification for CPR and First Aid contact one of the follow to obtain re-certification

American Heart Assoc
 3624 Farnam
 Omaha, NE 69131
 1-800-642-8400

American Heart Assoc
 1550 South 70th St, Ste 100
 Lincoln, NE 68506
 (402) 489-5115

American Red Cross
 2912 South 80th Avenue
 Omaha, NE 68124
 (402) 343-7700

American Safety & Health Institute
 4148 Louis Avenue
 Holiday, FL 34691
 1-800-682-5067

American Red Cross
 220 Oakcreek Drive
 Lincoln, NE 68521
 (402) 441-7997

**Emergency Medical Planning
 Pediatric Medic First Aid**
 500 S. Danebo Avenue
 Eugene, OR 97402
 1-800-800-7099

**Safety & Health Council of
 Greater Omaha**
 11620 “M” Circle
 Omaha, NE 68137-2731
 1-800-592-8004
 (402) 896-6332

National Safety Council
 1121 Spring Lake Drive
 Itasca, IL 60143-3201
 1-800-621-62

**Thank you for your commitment to Nebraska’s children.
 If you have any questions, please contact the Lincoln office: (402) 471-9278 or 1-800-600-1289**